

	ORDERING BAR CODED SUBSTANCES SHIPPED THRU LGRT 125 – Summary Sheet	EHS-CEMS-SOP.02 rev.00 Effective Date: March 28, 2006 Revision Date:
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PROCARD

Tell the Vendor to use the following Shipping Address when placing your order:

University of Massachusetts
 Room 125 Lederle Graduate Research Tower
 710 North Pleasant Street
 Amherst, MA 01003
 Attn: ***“Responsible Owner”, “Storage Location” (Building & Room#)***
Example: Attn: John Doe , LGRT 1302

PURCHASE ORDER or Blanket order

Tell the Vendor to use the following Shipping Address when placing your order:

University of Massachusetts
 Room 125 Lederle Graduate Research Tower
 710 North Pleasant Street
 Amherst, MA 01003
 Attn: ***“Responsible Owner”, “Storage Location” (Building & Room#)***

OR

Select “CHEMS” as the “Ship To” default in the Panel Header

List the ***“Responsible Owner”, “Storage Location” (Building & Room#)*** in the “Comments” Panel. (Remember to click the <send to vendor> checkbox

Example: Attn: Jane Doe , Morrill IV N451

POINTS TO REMEMBER

- This procedure is only for bar coded substances shipped through Laboratory Health and Safety Services, LGRT 125. (**NOT** other laboratory supplies)
- A separate order will need to be placed for all other items
- See the detailed Procedures “Ordering of Hazardous Materials including all CEMS Inventoried Substances” **EHS-CEMS-SOP.01** for full instructions
 1. Purpose and Applicability
 2. Definitions – includes “CEMS Inventoried Substance List” which is a list of those substances which do/do not require a bar code
 3. Roles and Responsibilities
 4. Procedures